

Vendor Payment Instruction Form

The Administrative Resource Center (ARC) requires the following payment information to be submitted prior to payment of any invoice. Please complete this form in its entirety and return to the appropriate agency contact. Incomplete forms will be returned. ARC will contact your bank to confirm the bank account information. If you have any questions, please contact us at (304) 480-7119.

Agency Identification

Name of the Federal Agency this payment information is intended for _____

Vendor Identification

E-mail address _____ Fax number _____

Vendor Name as Registered with the Internal Revenue Service _____

Vendor Federal Taxpayer Identification Number _____ Type: ☐ SSN ☐ FID

Mailing address for 1099 tax forms (required for all vendors) _____

DUNS number, if available _____

Name and number of vendor contact for 1099 forms _____

Payment Instruction

Electronic Funds Transfer

Financial Institution Name _____

Financial Institution Address (City, State, ZIP) _____

Financial Institution Contact Name and Number _____

Routing Transit Number _____ Type of Account: ☐ checking ☐ savings

Depositor Account Number _____

Name and number of vendor contact for EFT payments _____

Certification by Payee

Under penalties of perjury, I certify that:

1. The number shown on this form is the correct taxpayer identification number and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding. The IRS does not require your consent to any provision on the document other than the certifications required to avoid backup withholding.

Signature of Authorized Vendor Representative

Phone number

Date

Contracting/Accounting Office contact name and number

Fax number

ARC Vendor Payment Policy

This document provides invoicing and payment information to vendors that do business with agencies using ARC's Accounting Service Division (ASD) as a paying office.

Please notify the purchaser if you accept the government purchase card as a payment method. Our first preference for payment is the government purchase card. If the purchase qualifies for immediate payment by the purchase card, then no invoice will be required.

If the purchase does not qualify for immediate payment by the government purchase card, please make sure you have a current complete copy of ARC's Vendor Payment Instruction Form on file with us. The purpose of this form is to ensure we accurately register you as a payee to make your payments upon submission of a proper invoice by either purchase card or electronic funds transfer. It also serves as your certification that the taxpayer identification number and vendor name you provide us is accurate for 1099 reporting purposes to the Internal Revenue Service. We recommend that someone in your organization familiar with your accounts receivable invoicing, collections, and 1099 reporting complete the form. This information must be provided to us before payment can be made on any invoice. Payees are expected to provide updated payment information when changes are required.

Invoices submitted to ARC must contain the information required by the Prompt Payment Act for a proper invoice. If the necessary information is not provided, we will be unable to make the payment and the invoice will be returned. A proper invoice includes:

1. Vendor name
2. Invoice date
3. Government order number
4. Vendor invoice number
5. Description of goods or services including contract line number, price, and quantity in sufficient detail to relate the invoice to the order
6. TIN (unless a Vendor Payment Instruction Form is on file with us)
7. Banking information (unless a Vendor Payment Instruction Form is on file with us)
Note: If you require payments to multiple bank accounts, you must provide the banking information on the invoice itself.
8. Vendor invoice contact name and phone number

Payments will be made according to the payment terms in the order. A description of how we determine payment dates for common payment terms follows. If no payment terms are noted on the order, net 30 is assumed.

Net 30: The payment due date is 30 days after the later of invoice receipt date or acceptance date of the goods or services. Monthly services are considered received at the end of the month. Goods and services must be accepted within 7 days of receipt unless a longer acceptance period is provided for in the order.

See Herein: When these terms are used to describe the payment terms, look to the body of the purchase order to see specifics on payment dates.

Invoices are required before payment is made, unless the order specifies that no invoice is required. When no invoice is required, payment will be made according to the terms of the order after receipt and acceptance of the goods or services.

Payments we make by electronic funds transfer (EFT) are in the CCD+ format. Each EFT payment we make to you will be reported to the Financial Management Service under the TIN you provide and will be subject to offset for any debts that you may owe the Federal Government. If you wish to change your bank information, please submit a new Vendor Payment Instruction Form.

Identifying information for payments will be submitted to your bank along with the payment. Remittance information is also available via the Internet using the [Financial Management Services' Payment Advice Internet Delivery System \(PAID\)](#).

Payments made after the scheduled due date will include interest penalties according to the [Prompt Payment Act](#). Interest penalties will not be paid when payment is delayed because of a dispute between the agency and a vendor over the amount of payment or other issues concerning compliance with the terms of the agreement.

If you have any questions concerning our payment policy, please contact us at 304-480-7119.